

URGENT: Preparation for Pension Technology Go Live on May 1, 2024

In anticipation of FRS' new pension administration software going live on May 1, 2024, FRS will be sending a series of emails over the next few days that will provide you with your login credentials to the new system. If you think you are receiving this notification in error or if you anticipate a change in who should be notified, contact FRS at 225-925-4060 or at frs@ffret.com.

Along with your login credentials, FRS will provide further instructions about how to log in, submit contribution data, remit payment, and other pertinent deadlines. It is imperative that your login credentials are tested and properly function to ensure contributions and payments to the FRS can post and process. Beginning May 1, 2024, each employer is required to:

- Upload or manually enter monthly contribution reporting in the PTG portal,
- Remit monthly payment through the PTG portal, and
- Send a copy of the monthly contribution report to FRS.

Beginning on May 1, 2024, monthly contribution payments to FRS will only be processed electronically through the portal. Copies of the monthly contribution report can be submitted to FRS via email at FRS@ffret.com, through postal mail addressed to 3100 Brentwood Drive, Baton Rouge, LA. 70809, ATTN: Ashley Vicknair, or via a secure upload option. Providing copies of the monthly contribution report is a temporary requirement that will eventually cease.

This email notification is the first in a series of communications that you will receive to help you prepare for the changes included in the new pension administration software system. We are available by email from 8am-4:30pm (Monday – Friday) and by phone from 8am – 4:30pm (Monday – Thursday) and 8am-12pm (Friday).

If you misplace any email that includes instructions or deadlines, etc., all pertinent communication, links, and training videos will be available for future reference on the FRS website at <https://ffret.com/ptgemployerreporting/>.

FRS is excited to launch this long-awaited system which will provide a more streamlined process for our employers and members!